

S-E-C-R-E-T

CODIB-D-112/4  
30 August 1965  
Limited Distribution

UNITED STATES INTELLIGENCE BOARD  
COMMITTEE ON DOCUMENTATION

Draft Quarterly Report

Attached is a draft of the Fourth Quarterly Report on Task Team activities during the period 1 April to 30 June 1965. As discussed at the last meeting, the original plan to have the Annual Report preclude the necessity for this report has been changed.

Could I have telephonic concurrence in the attached by 3 September, to hasten its movement to the USIB Secretariat.

25X1A

Secretary

S-E-C-R-E-T

GROUP I  
Excluded from automatic  
downgrading and  
declassification

D  
R  
A  
F  
T

CODIB-D-112/4  
30 August 1965

**UNITED STATES INTELLIGENCE BOARD**  
**COMMITTEE ON DOCUMENTATION**

**MEMORANDUM FOR:** Chairman, United States Intelligence Board

**SUBJECT:** Quarterly Report on Progress re USIB-Approved  
Recommendations in USIB-D-39.7/5 (Period:  
1 April - 30 June 1965)

**REFERENCES:** (a) USIB-D-39.7/9, 12 May 1965  
(b) USIB-D-39.7/6, 6 May 1964  
(c) USIB-D-39.7/5, 16 March 1964

1. Attached is a summary of activities and accomplishments of CODIB Task Teams, established pursuant to recommendations in Reference (c), as approved and amended by USIB in the attachment to Reference (b). This is the fourth quarterly report, the last submitted having been Reference (a).

2. Our original plan had been to incorporate the fourth quarter task team review in the overall annual report on CODIB activities; however, the highly useful departmental appendices, reflecting information processing systems improvements during the year are not yet available, hence this publication and the delay in its submission.

3. Directly relevant to Task Team activities, but received after this reporting period, is the 15 June 1965 report to the President from his Board of Intelligence Advisors, Subject: Intelligence Community Capabilities for the Handling of Intelligence Information. This report was sent to the DCI by Mr. McGeorge Bundy by memorandum dated 15 July 65 in which the President's approval of the Board's recommendations is reported. Action was assigned by the DCI to Chairman, CODIB; such will be reflected in a separate memorandum.

Paul A. Borel  
Chairman

S-E-C-R-E-T

D  
R  
A  
F  
T

CODIB-D-112/4  
30 August 1965  
Limited Distribution

UNITED STATES INTELLIGENCE BOARD  
COMMITTEE ON DOCUMENTATION

Summary of Activities and Accomplishments  
of CODIB Task Teams  
1 April - 30 June 1965

I. CONTENT CONTROL

This Task Team has held a total of 22 meetings, eight during this quarter. Members have reported a total of 951\* hours devoted to this effort to date. The Team has finalized the definition of politico-geographic areas except for some aggregations of countries (such as Middle East) which may be useful for intelligence purposes. It has nearly completed the design of a scheme for identifying the subject content of intelligence items and now anticipates that its report to CODIB will be ready by the end of the subsequent quarter.

II. ITEM IDENTIFICATION

This team has held a total of 18 meetings, five during this quarter. Members have reported a total of 864\* hours devoted to this effort to date. The Team has completed its design of an Item Identification System and is now finalizing its report to CODIB. The report will contain recommendations on how to implement and maintain the system and is scheduled for delivery to CODIB about mid-August.

\*Does not include time spent by members of CODIB Support Staff.

S-E-C-R-E-T

GROUP I  
Excluded from automatic  
downgrading and  
declassification

- 2 -

### **III. FOREIGN PUBLICATIONS**

This team has held a total of thirteen meetings, five during this quarter. In addition, a working group on Transliteration has held a total of six meetings, all during this quarter. Members of the task team and the working group have reported a total of 816\* hours devoted to this effort to date. The Team submitted a report to CODIB on "The Need for and Procurement of Foreign Publications". This was considered by CODIB at its meeting on 24 June and it was returned to the Team for minor revisions. The report notes that foreign publications continue to be a vital and primary source for intelligence production - contributing, on the average, more than half of all sources to production. This report recommends that USIB agencies choose procurement methods - Publications Procurement Officers, commercial or other arrangements - most suitable to their particular requirements. It further recommends that an interim working group on hard-to-get publications be established to coordinate want lists and guide requirements, to compile an inventory of assets and a collation of assets and requirements and to assess the problems involved in establishing controls for procuring and accessioning hard-to-get publications. The Task Team is now studying problems associated with processing and exploitation of foreign publications. In this connection it has had presentations by CIA, Army, DIA, Aerospace Technology Division of the Library of Congress, FTD, Navy AEC, and the National Library of Medicine. The working group on transliteration has produced a first draft of a report to CODIB on "Need for Standards for Transliteration in the Intelligence Community."

**S-E-C-R-E-T**

- 3 -

#### **IV. INSTALLATIONS**

This Task Team has held twelve meetings, four during this quarter. Members have reported a total of 1007\* hours devoted to this effort. The Team submitted a report of its findings and recommendations to CODIB about mid-June and it was considered by CODIB on 24 June. Although all agencies had not had sufficient time to review fully the implications of the recommendations, a number of questions were raised to which the Task Team was requested to respond. This report will be considered again at the next CODIB meeting by which time all of the agencies will have had time to give it full consideration. The report recommends that four identification elements be adopted for use throughout the Intelligence Community for identification of installations and geographic features of intelligence interest. These are a standard installation naming procedure, a unique identification number, a functional category code, and location coordinates together with the map source from which the coordinates were derived. The report also suggests the use of a two-character alphabetic country code but does not recommend that its use be made mandatory.

#### **V. BIOGRAPHICS**

This Task Team has held a total of eleven meetings, two during this quarter. In addition a very successful three-day technical symposium of biographic information processing and related problems was held for members of the team and others interested in this field. The Task Team has been divided temporarily into two working groups, one to pursue problems related to name searching activities,

**S-E-C-R-E-T**

- 4 -

such as those associated with security and counterintelligence, and the other to pursue problems related to name finding activities in the so-called positive intelligence biographic field. These two groups held a total of eight meetings. Members have reported a total of 2741\* hours devoted to this effort to date. Both working groups are still in the information-gathering mode. Stimulated somewhat by activities of this Team, the Secret Service, Immigration Service and the FBI are beginning to consider the feasibility of systems which may lead to automation of their biographic holdings. A development that will have a significant impact on the work of this Task Team is a memorandum signed by the Secretary of Defense directing that a central index of DoD investigations be established, that DoD investigative files be co-located and that a Central National Agency Check processing center be established in DoD. The memorandum further directed that these be accomplished within one year from 27 May 1965. Members of CODIB Support Staff, this Task Team, and CIA briefed appropriate DoD representatives on some of the problems related to automation of biographic information.

#### **VI. RESEARCH AND DEVELOPMENT**

This Task Team has held a total of ten meetings, two during this quarter. Members have reported a total of 1082\* hours devoted to this effort to date. Although the team has not quite completed its fact-gathering work, it has developed the framework for its report and has prepared some sections of the

S-E-C-R-E-T

- 5 -

report and a number of working papers which will be integrated into this framework. The Team anticipates completion of its report to CODIB by the end of next quarter.

#### **VII. ANALYST COMMUNICATION**

Terms of Reference for this Task Team were approved on 4 May. The Team has held three meetings, all during this quarter. Members have reported a total of 64\* hours devoted to this effort. The Team developed an interview guide for gathering information about analyst communication problems and decided that as a first cut they would collect information from analysts involved in the Latin American areas. Each member is now engaged in obtaining the desired information from analysts in his agency.

#### **VIII. PHOTO CHIP**

This Task Team has held ten meetings, two during this quarter. In addition various members have met frequently since 1 May for the purpose of working on the report. Members have reported a total of 4720\* hours devoted to this effort. The Team has completed all of its investigation during which it collected a vast quantity of information pertinent to the photo chip problem. Since the latter part of April it has been engaged in analyzing and synthesizing this information and writing its report to CODIB. It now anticipates that this report will be finished by the end of the subsequent quarter.

S-E-C-R-E-T

**S-E-C-R-E-T**

- 6 -

#### **IX. ADP SYSTEMS LIBRARY**

**This Task Team has held fifteen meetings, five during this quarter. Members have reported a total of 870\* hours devoted to this effort to date. The Team has essentially completed its deliberations during which it reconciled its views regarding the specifics of the USIB ADP Systems Library with a modified draft DIA instruction for establishing and maintaining a Library of ADP Systems descriptions for DoD agencies. The recommendation of the Team now is that the USIB ADP Systems Library be a subset of the DIA ADP Systems Library. DIA is now engaged in revising and finalizing its instruction manual for DoD agencies to use in reporting descriptions of ADP programs and files. When this is completed, the Team will incorporate the appropriate instructions and formats into its manual for reporting by non-DoD USIB agencies. Completion is expected before the end of the subsequent quarter.**

**S-E-C-R-E-T**